

May 4, 2004

TO ALL PROSPECTIVE OFFERORS:

SUBJECT: Request for Proposal (RFP TIRNO-04-R-00010)

The purpose of this cover letter is to provide additional information pertinent to this requirement and to summarize the salient elements of this solicitation. This letter is not an integral part of the solicitation. In the event of a conflict between the contents of this letter and the solicitation, the solicitation shall govern. Offerors are cautioned that the only person to be contacted for information regarding this requirement prior to contract award is the Contracting Officer. This acquisition is a 100% small business set-aside.

This solicitation is being distributed via the IRS Procurement website:
<http://www.procurement.irs.treas.gov>. Any amendment(s) to the solicitation will be posted to this website. Offerors bear the responsibility of obtaining any amendment(s).

ADDITIONAL INFORMATION:

1. Pricing may be completed in the offeror's own format, as long as all the required information is included and the format follows the CLIN structure outlined in the solicitation.
2. Evaluation of the proposals will be in accordance with Section M of the solicitation. In accordance with FAR 52.215-a(f)(4), all proposals will be evaluated initially to determine whether they are in the competitive range. The Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition.
3. A single award will be made for the offer that is determined to be the most advantageous to the Government, all factors considered.

The solicitation does not commit the Government to pay any costs incurred in the preparation and submission of an offer, nor to contract for any services and/or supplies.

Offers are not solicited from firms debarred, suspended, or proposed for debarment. Firms, which are classified as such, will consider this an information copy.

Offers must be received by 3:00 p.m. EST, June 4, 2004 at the following address:

**Internal Revenue Service
Attn: Christina Smith/OS:A:P:O:S/7th Floor
Constellation Centre
6009 Oxon Hill Road
Oxon Hill, MD 20745**

Proposals transmitted by e-mail or FAX will not be accepted.

If you have any questions you would like to have answered regarding this solicitation, please fax your questions to my attention at 202-283-1514 or e-mail me at christina.l.smith@irs.gov at your earliest convenience.

The designated Contracting Officer for this acquisition is the undersigned. I can be reached on 202-283-1147. All written correspondence should cite the RFP Number TIRNO-04-R-00010.

Sincerely,

April Delancy
Contracting Officer